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Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020102-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer, OTR

DATE: 21 September 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report, No. 38
14 - 20 September 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Revisions, 1 November 1955 Catalog of Courses. - Revision sheets for all catalogs have been typed in draft form; awaiting revisions from C/LETS, and long-term schedules from BS, IS, and Headquarters/OS.
2. The 19 September issue of the Instructors' Guide to Current References has been received from P&SD/LO and has been distributed.
3. Studies in Intelligence, Issue No. 1, 750 copies were received and forwarded to [] 25 copies are being retained in E&R for stock copies; Agency distribution of the first issue will be made 22 September.
4. Draft revision of the Glossary of Intelligence Terminology. The ditto masters have been received from C/PPS/TR for the reproduction of 50 copies each of 35 pages. This is approximately one-third of the entire project.

5. Bibliographies

- a. A reading list on [] is being compiled by the Library Staff/ISB at the request of [] OPS instructor. The list will be annotated and compiled of current books and readings dealing with []

- b. A bibliographic research program of materials dealing with Anti-Communist activities by the Library Staff at the request of [] OPS instructor. Several categories and areas of research dealing with Communism and Anti-Communism have been selected by the instructor; an intellofax tape run has been requested from the Main Library/OGD, 30 materials ordered from the Guide, and a bibliography on the above subject will be compiled.

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25X1 6. The request for the Reverse English-Greek language tapes submitted by [] LETS instructor has been completed. The master tapes received from USIA have been duplicated by the Language Lab and returned as per schedule.

7. The Library Staff/ISB/TR is continuing liaison arrangements with the Contacts Div/OO for the procurement of materials and information desired in compiling a bibliography and area reading list for [] LETS instructor. The material is concerned with [] 25X1 25X1

8. Miscellaneous course materials were reproduced for the staff of IS/TR, totalling 75 copies of 25 pages, reproduced, collated and forwarded to C/IS.

9. Training aids completed during the week:

- a. BASIC/BOC. Design and production of 1 outline map chalkboard training aid. 1 propaganda display chart.
- b. BASIC/Supervision. 1 training chart.
- c. BASIC/Clerical. 1, 8 x 10-inch Vu-graph transparency.
- d. INTELL/CWC. Copies of 5 charts (Russian text), including photo copies plus 2 x 2-inch colored lantern slides.
- e. INTELL/OOC Refresher. Miscellaneous card, total--4

10. Chief, LETS and Chief, ISB held a preliminary discussion regarding the planning and design of a series of rotating display panels to be developed in connection with the Area Programs to be conducted by LETS.

11. No lesson plans or overseas requests have been received during the week.

25X1 12. [] LIB/ISB, conducted [] FPB/SS/TR on tour of the Library of Congress and instructed her in the use of the card index. 25X1

13. TSS Film. The film has been completely edited and the projection print will be ready for preview showing by 22 September.

14. Attendance at the language film program;

Portuguese	14 September	[]	25X1
Russian	15 September	[]	

[]	25X1
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